



e-Cert / a-Cert User Manual

Contents

e-Cert	1
New Registration.....	2
Setting Up Users and Signatories.....	5
Adding Additional Users	5
Adding Authorised Signatories	6
Creating an Application.....	7
Application Wizard.....	7
EC Certificate of Origin.....	11
Arab Certificate of Origin	25
EUR1 / ATR	26
Invoice	29
Returned Applications	32
Approved Applications.....	32
Rejected Applications	36
Applications' Status.....	37

e-Cert



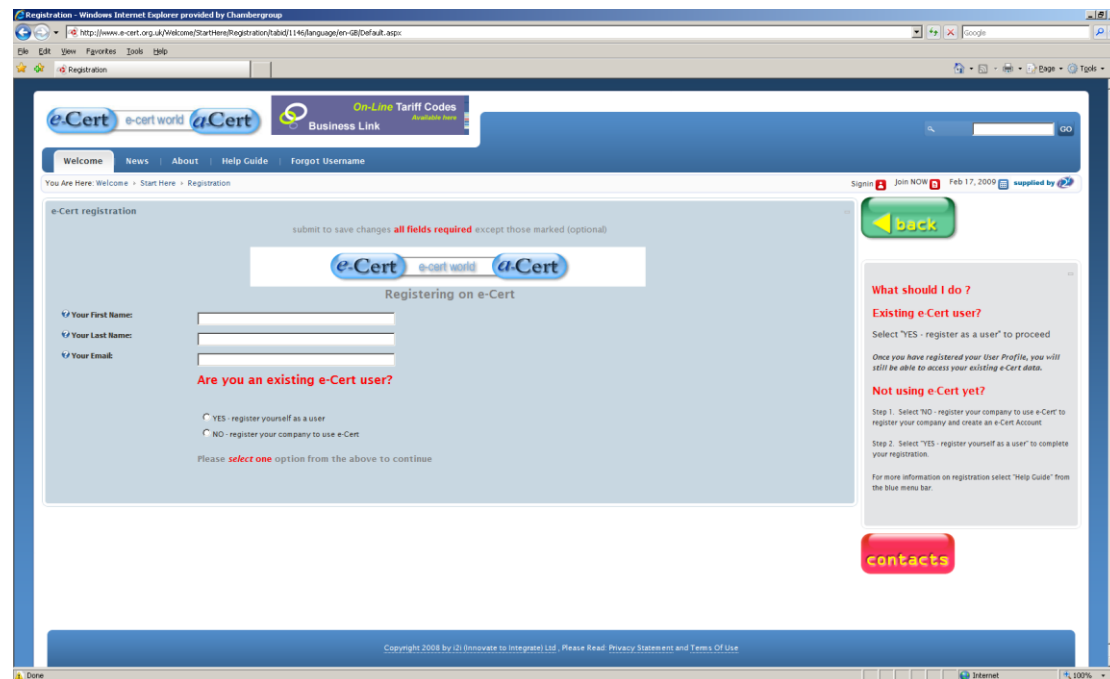
To access the electronic documentation system you must first register with e-Cert World. www.e-cert.org.uk

Before you can register to use e-Cert, you will need to contact the Chamber to get approval to use the system and obtain the Chamber ID and Chamber password.

Once you have done this, click on the green 'register' button.

You will be taken to the following screen, where you will need to register your company and users.

New Registration



Register Your Company

Fill out the fields and select 'register your company to use e-Cert'.

You will need to confirm that you have a Formal Undertaking lodged with your Chamber and that you have your Chamber password before continuing.

Complete the remaining fields, accept the Terms & Conditions and 'submit' your registration.

You have now created your company e-cert Account with yourself as the Administrator (Main User). E-Cert will send you an email containing your company ID, User Name and password (required for set up purposes only).

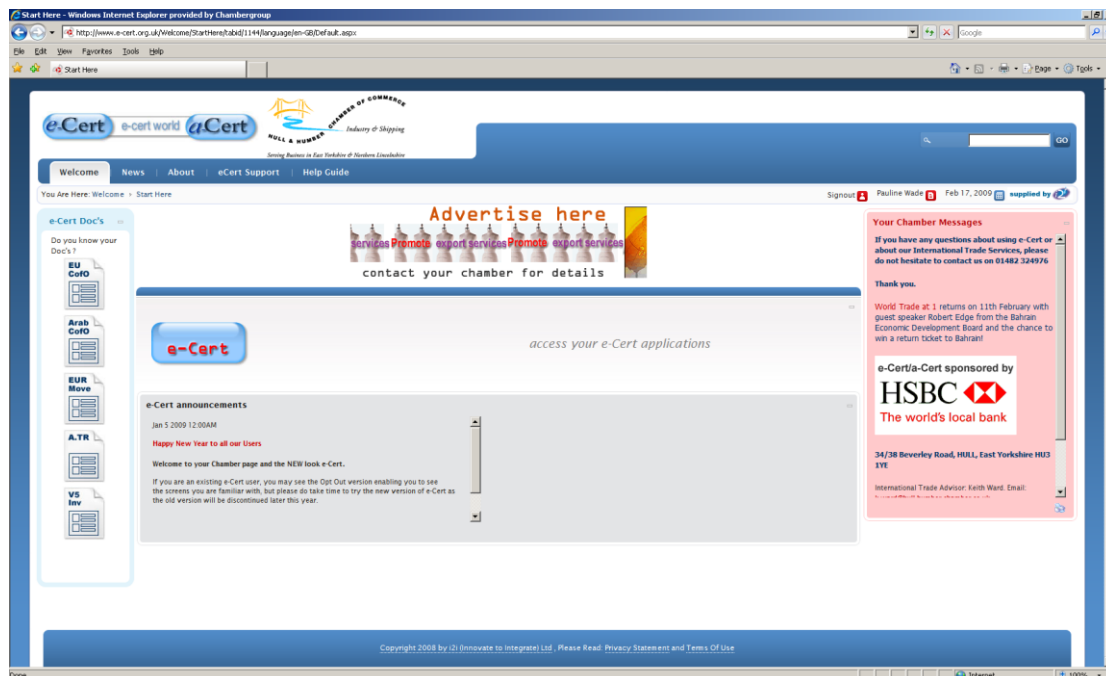
Register Yourself as a User

To complete your e-Cert registration, you need to register your User Profile in e-Cert World.

- Return to www.e-cert.org.uk
- Select 'register'
- Select 'register yourself as a User'
- Complete your details and add your e-Cert Account ID, User Name and password (for set up only) as shown in the email
- Click 'Update' and you are now ready to start using e-Cert.

You will receive an email containing your NEW User Name and Password which you should use for all subsequent visits to e-Cert.

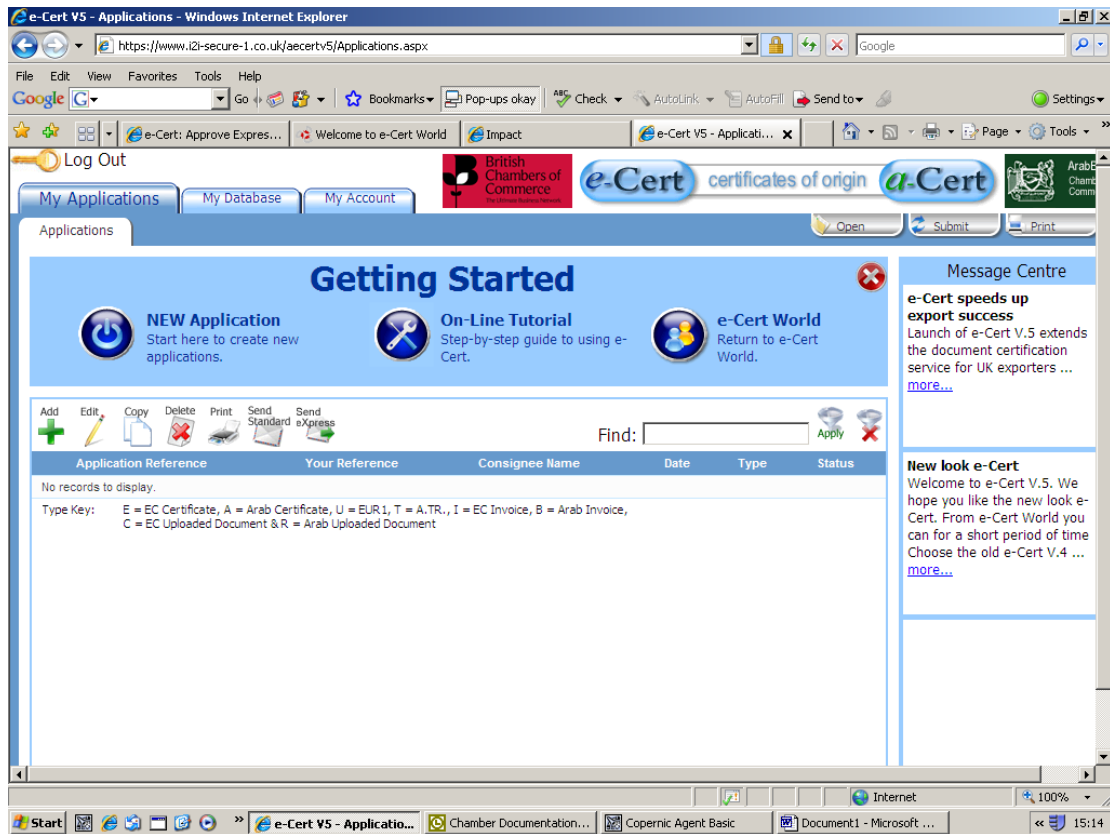
After this process, you will then be directed to the **Hull & Humber Chamber of Commerce** page whenever you login to e-Cert World.



When you have logged in to e-Cert World and are automatically directed to the Hull & Humber Chamber of Commerce page, you will see important Chamber messages on the right and you can also access up-to-date documentation and international trade news via our news page by clicking on **News** and then **Your Chamber**.

Please navigate around e-Cert World before you commence submitting electronic applications as this site gives you important information and advice about the use of e-Cert and the software you will need to download.

From this page you are able to access the electronic documentation system by clicking on the blue **e-Cert** button. You will then see the following screen.



Your **Applications** inbox is empty when you first log in but when you make applications in the future, they will all be stored here.

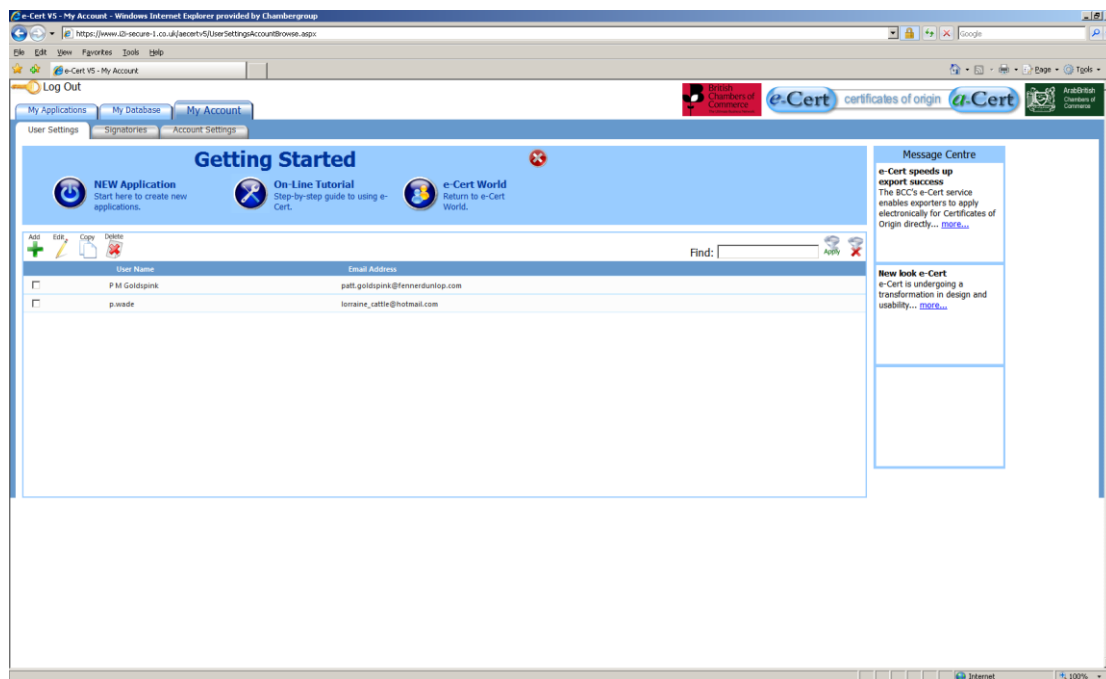
Setting Up Users and Signatories

Adding Additional Users

Click on **My Account** and **User Settings**. The person that registered your company will appear here and is automatically set up as a Main User.

NOTE: Main Users can use e-Cert and also add users and edit other users' settings.

Ordinary users can use e-Cert and edit their own settings only.



To add a new user, click on **Add**. Enter the user's details and click **Update**.

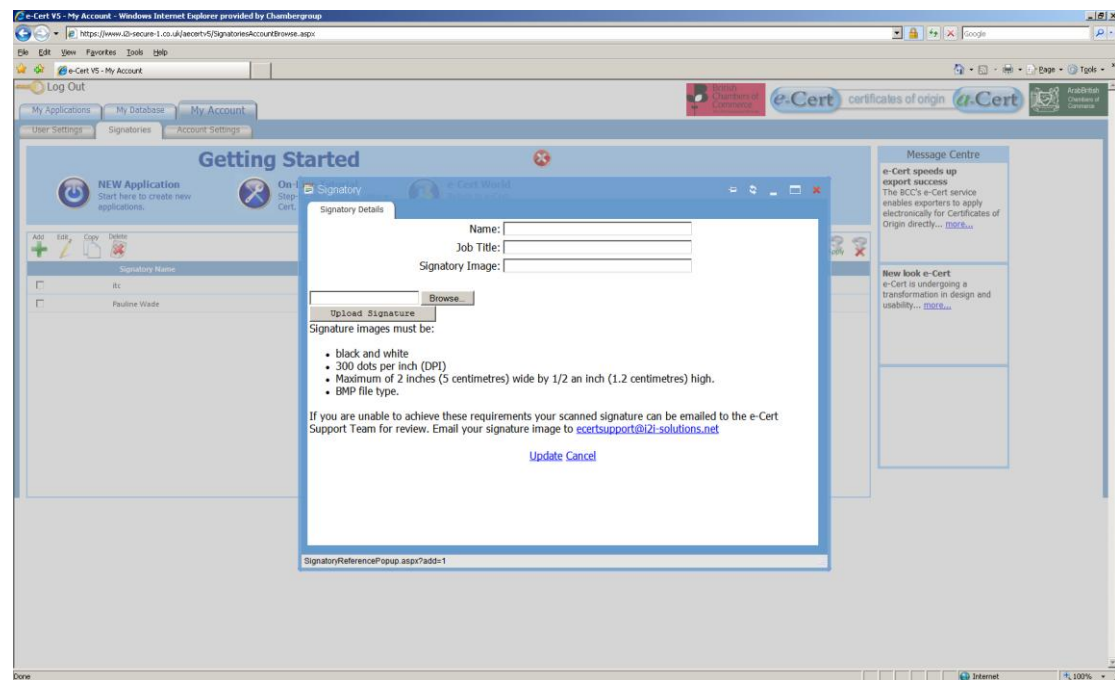
Please remember to delete Users when a member of staff leaves your company.

Adding Authorised Signatories

NOTE: Before you can apply for a document via E-Cert you need to upload a bit-map image of your signature to the website. Signature images must be:

- Black and white**
- 300 dots per inch (dpi)**
- Maximum of 2 inches wide by ½ inch high**
- BMP file type**

Click on **My Account** and **Signatories**. Click on **Add**.



The above pop up will appear. Complete your name and job title. Then click the Browse button and search your computer for the bitmap image of your signature.

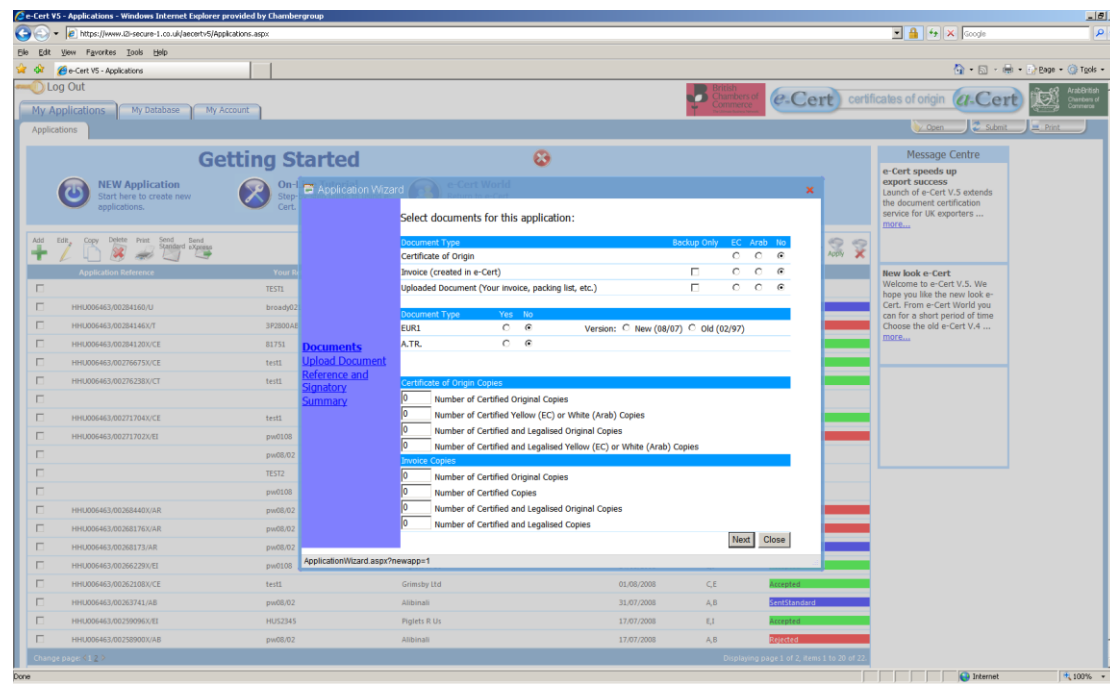
Click **Upload Signature** and finally **Update**, your signature should now be uploaded.

Creating an Application

Click into **My Applications** and **Add**.

An **Application Wizard** will appear where you will choose the type of application you want to submit.

Application Wizard



You are now looking at the above screen.

Document Type

Certificate of Origin- Select EC or Arab or No depending on what you want the system to produce. You can also select EUR1 or ATR further down.

NOTE: When you are selecting EUR1, please look at the bottom left hand corner of Page 6 of the form to see which version you will be printing on to. The Hull & Humber Chamber of Commerce issues 02/97 EUR1s so you must select the **Old** version EUR1 in the Application Wizard.

Invoice- Selecting this will produce a standard Sit-Pro aligned document that will be certified. Clicking 'backup only' tells the Chamber the invoice is purely a reference document and is not to be stamped.

Uploaded Document- Selecting this allows you later on in the application process to upload a PDF file of a document you require stamping most commonly an invoice.

NOTE: If you want your original invoice to be certified or legalised, convert it

to a PDF file. In the **Application Wizard**, select **Uploaded Document**, not **Invoice**.

You can only upload one pdf file but the pdf file can be made up of up to 5 Separate single page invoices or one 5 page invoice.

If you are selecting the uploaded document as 'backup only' please select this box as well as either the EC or Arab radio button. If you are making an EUR1 or ATR application please select the EC radio button as well as the 'backup only' box.

Certificate of Origin Copies

Please note whatever you select in this section is what the system will produce and ultimately what you will be charged for.

For example for a normal three part EC Certificate of Origin, you would put a one in the Certified Original Copies box and leave the Certified Yellow Copies box as a zero.

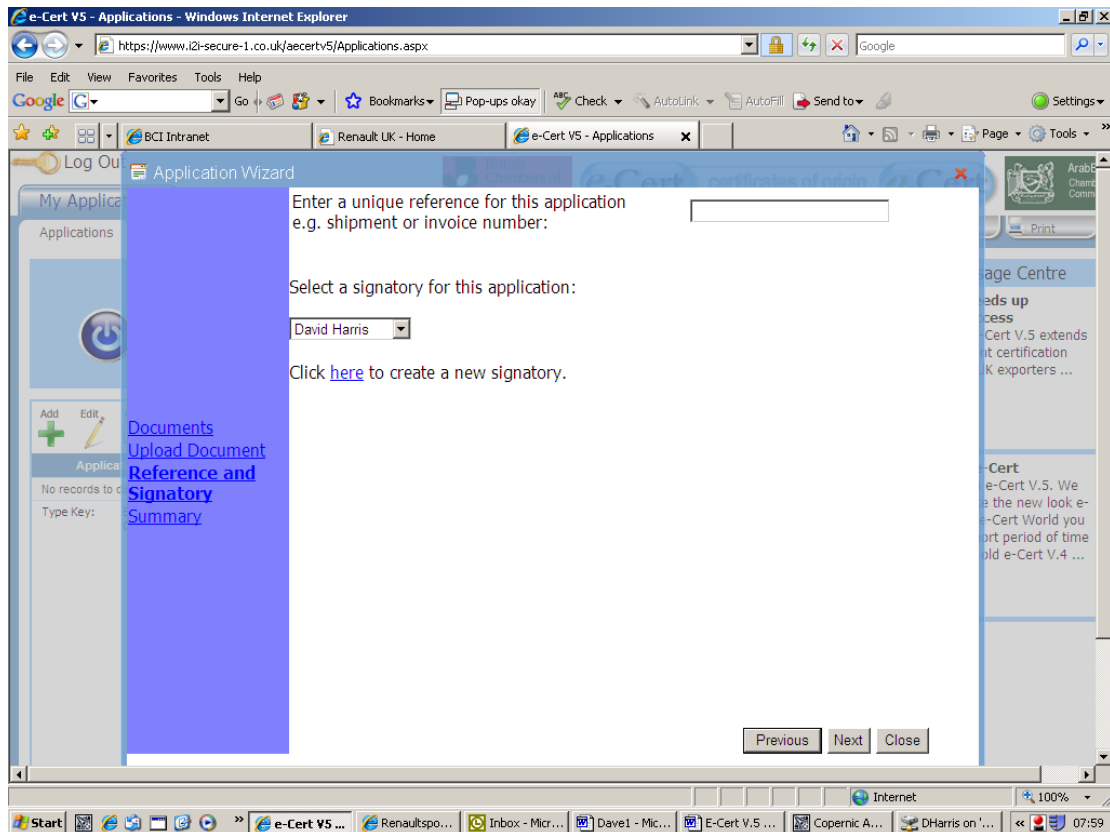
NOTE: When submitting an online application for an EC or Arab Certificate of Origin, you are automatically entitled to a single copy certificate, which historically forms part of the traditional 3 page certificate of origin set. Please only indicate in the electronic application that you require an extra copy (copies) if this requirement is in addition to the single copy automatically generated by the system. If you require 1 additional copy, please put a 2 in the 'Number of Certified Copies' box as this indicates the copy you get as part of your 3 part set plus the additional copy.

Be aware only select **Certified and Legalised** documents if you are applying via the **Standard** method and remember this means the Chamber will send them to the relevant Embassy in London and charge you accordingly.

NOTE:

Certified and Legalised must be submitted as **Standard Certified** only can be submitted as **Standard** or **eXpress**

Now click **Next**.

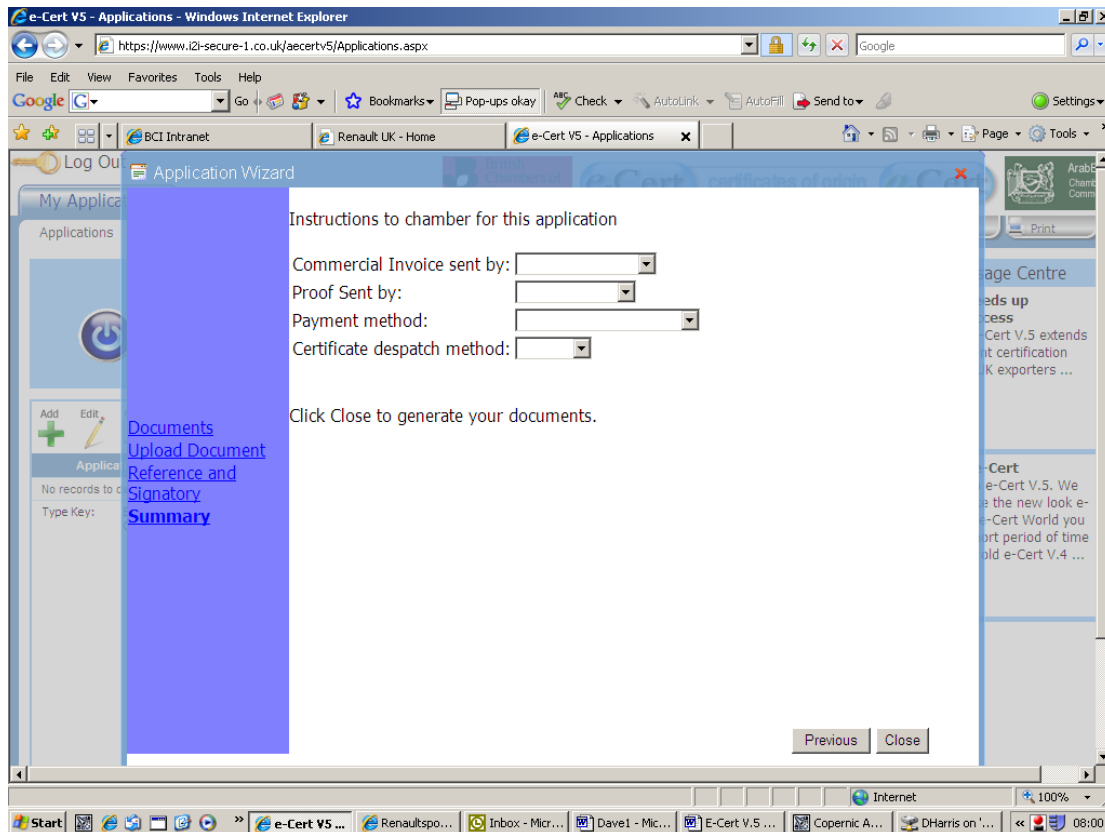


You are now looking at the above screen.

You must enter a reference number for this application. This number will appear as your reference number on the charge invoice that the Chamber sends you at the end of the month.

Then select a signatory from the drop down list, this must be yourself. If you so select another Authorised Signatory, the Chamber will need written confirmation that you are authorised to use this signature.

Now click **Next**.



You are now looking at the above screen.

Commercial Invoice sent by -

Part of application implies you selected **Invoice** or **Uploaded Document** earlier on in the wizard.

Attachment implies that you will attach an electronic version of the invoice to an email after you have submitted your application

Fax / Post or Courier

Proof Sent By- Only select this if your C/O has a foreign country in the origin box or you are not the manufacturer.

Payment Method – select if you are a **Chamber Member** or **Non-Member**.

Certificate Despatch Method–

Post / Collect: This tells the Chamber whether you are collecting your **Standard** application or whether it is to be posted to you.

express implies that later on in the application process you will submit the document to the Chamber via **express** allowing you to print the signed and stamped document in your own office.

Click **Close**. Your selected document template will appear and you are ready to enter the necessary information.

EC Certificate of Origin

PLEASE READ THE RULES AND NOTES OVERLEAF BEFORE COMPLETING THIS FORM

APPLICATION	
1. Consignor (Name, or name of firm, and full address, as in the commerce register)	No.
EUROPEAN COMMUNITY	
CERTIFICATE OF ORIGIN	
2. Consignee (Name, or name of firm, and address (if known or mention to order)	3. Country of Origin (European Community or country of origin concerned)
4. Transport details (Optional)	5. Remarks
6. Item number, marks, number and kind of packages, description of goods (For goods not packed indicate number or 'in bulk')	7. Quantity, expressed in gross or net weight or other units of measure
Total Gross	
Total Net	

Ready to submit: S X
S = Standard
X = eXpress

Mandatory Fields (C of O)

Field	S	X
Your Reference		✓
Country of Origin		✓
Weight Fields		✓
Marks and Numbers		✓
No and kind of packages and general description of goods		✓
Signature		✓
Payment Method		✓
Exporter Name		✓
Place of Issue		✓
Consignee Name		✓

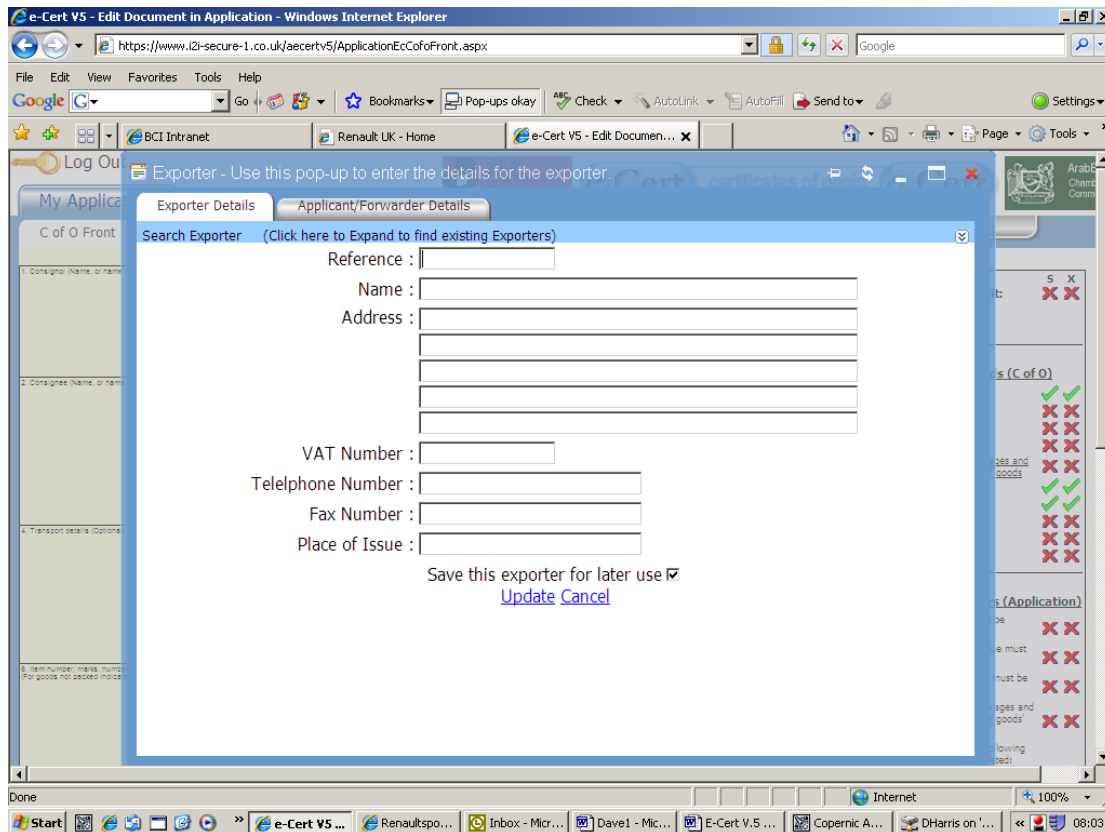
Validation Errors (Application)

Error	S	X
Exporter Name must be populated		✓
Exporter Place of Issue must be populated		✓
Marks and Numbers must be populated		✓
No. and kind of packages and general description of goods must be populated		✓
At least one of the following fields must be completed:		✓

You are now looking at the above screen.

This shows the front of a European Certificate of Origin and on the right hand side of the screen is a field called **Mandatory Field Help**. This will tick off each required field as you complete it so you know you haven't missed anything. Clicking on any field name within this box will take you directly to that part of the application and can be used as a quick way of completing your document.

Click within **Box 1 (Consignor)**



The above window now appears on screen, you can see it has two tabs. The first tab called **Exporter Details** populates the Consignor box of the C/O. If you select **Save this exporter for later use**, the information is stored in a database and you can use this on future applications by clicking on the **Search** tab and using the search function.

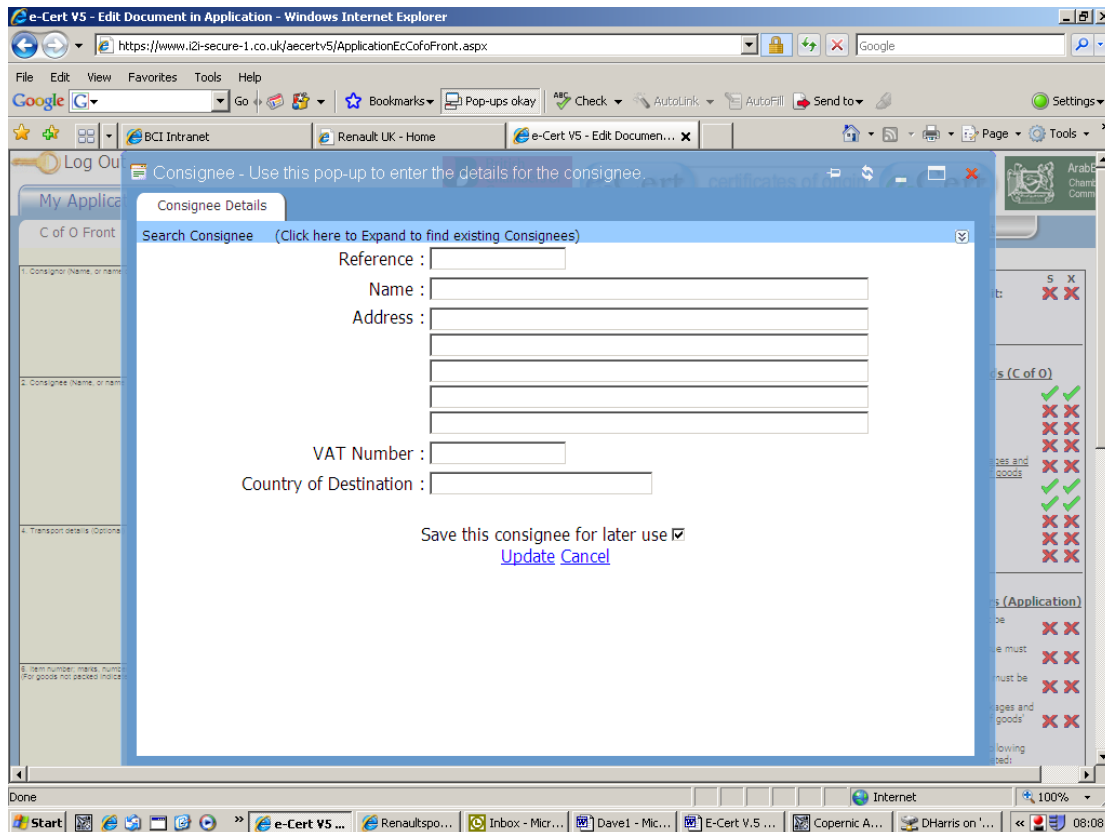
The second tab called **Applicant/Forwarder Details** populates the applicant box of the C/O normally completed by Freight Forwarders.

Once the address has been entered click **Update**, you are then returned to the front view of the document and the consignor box has been completed.

NOTE: If you need to delete a record in your online database, return to the initial **Applications** inbox. Click on the **My Database** tab and select the relevant tab.

Click on **Box 2 (Consignee)**

NOTE: if you are unsure what information should go in the fields, hover over the field title until a **?** appears and click on it. Further information will then appear.



The above window now appears.

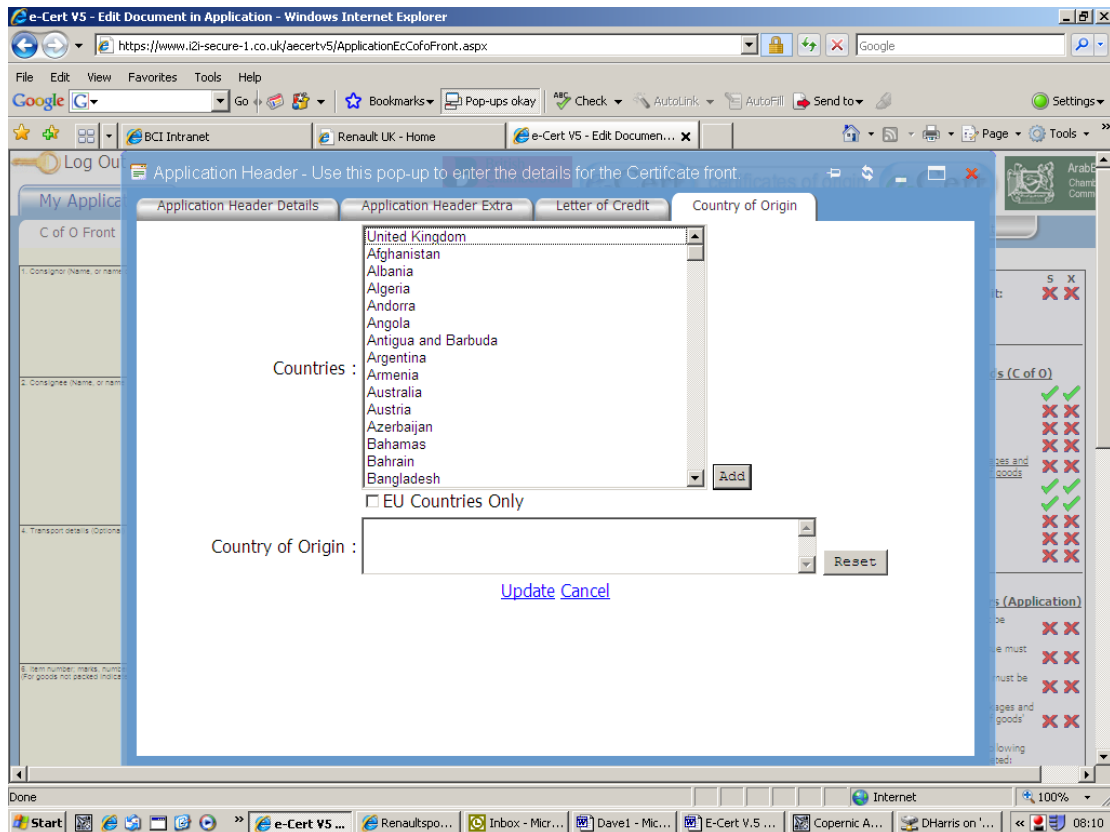
Enter a reference number for this **Consignee**. Now enter the overseas company's name and address. You must include the country within the address and then again in the **Country of Destination** field.

You can use the **Search Consignee** function if you have previously entered data.

Click **Update** and you are returned to the document again and now the Consignee field is also completed.

NOTE: If you need to delete a record in your online database, return to the initial **Applications** inbox. Click on the **My Database** tab and select the relevant tab.

Click on **Box 3 (Country of Origin)**.



The above window appears and you can see that it has 4 tabs.

You will be in the **Country of Origin** tab. This enables to select one or more countries from the menu. If you have chosen a European Community country, the system will automatically put these words in the correct position on the C/O for you.

Click on the **Application Header Extra** tab.

The screenshot shows the e-Cert V5 application interface in a Windows Internet Explorer browser. The main window displays the 'Application Header' form with tabs for 'Application Header Details', 'Application Header Extra', 'Letter of Credit', and 'Country of Origin'. The 'Application Header Details' tab is active, showing fields for 'Total Gross Weight', 'Total Net Weight', 'Total Cube', and 'Quantity (If not weight)'. The 'Transport Details' section shows 'By trailer'. The 'Marks and Numbers' section shows 'T182'. The 'Update' button is visible at the bottom of the pop-up window.

Application Header - Use this pop-up to enter the details for the Certificate front.

Application Header Details

Total Gross Weight : 1000 kg

Total Net Weight :

Total Cube :

Quantity (If not weight) :

Transport Details : By trailer

Marks and Numbers : T182

Update Cancel

CofFrontPopupWindow.aspx?Tab=cof_extra_tab&Field=TotalNetWeightTextBox

Ready to submit:

S = Standard
X = skipass

Mandatory Fields (1 of 1)

Click a field below to change the field

Your Reference ✓
Payment Method ✓
Export Name ✓
Consignee Name ✓
Country of Origin ✓
Marks and Numbers ✓
No and kind of packages and general description of goods ✓
Weight Fields ✓
Place of Issue ✓
Signature ✓
Goods Manufactured In ✓

Complete the boxes as appropriate. **Remember** that the unit of measure must also be inserted in the **weights/measurements** fields, e.g. kgs

Click on the **Application Header Details** tab.

The screenshot displays the 'e-Cert V5 - Edit Document in Application' window. A pop-up titled 'Application Header - Use this pop-up to enter the details for the Certificate front.' is open. It contains the following fields:

- Reference :** TEST1
- No and kind of packages and general description of goods:** (Empty text area)
- Remarks :** (Empty text area)

At the bottom of the pop-up are 'Update' and 'Cancel' buttons. The background interface shows a sidebar with 'My Applications' and a right-hand panel with a checklist of mandatory fields and application errors.

Mandatory Fields (C of O)	Status
Reference	✓
Country of Origin	✗
Product Fields	✗
Product Numbers	✗
Product kind of packages and description of goods	✗
Product	✓
Product Method	✓
Product Name	✓
Product of Issue	✓
Product Name	✗

Application Errors (Application)

- Product Numbers must be populated
- Product kind of packages and description of goods must be populated
- Product must be completed
- Product Gross Weight must be populated
- Product Net Weight must be populated
- Product of the fields in the 'Manufactured/Produced' must be completed
- Product wholly produced in UK
- Product that have gone through a UK Manufacturing process
- Product of Foreign Origin must be populated
- Country of Origin must be populated
- Consignee Name must be populated

This tab completes another 3 fields on the C/O. The reference number you gave the application in the **Application Wizard** appears in the **Reference** box.

Note: In the **General Description of Goods**, you are allowed up to 8 lines of text. If your description exceeds 8 lines, click on to the **Letter of Credit** tab and enter the remainder details in the **Free Text** box.

Letter of Credit tab enables you to enter any additional information as requested by a Letter of Credit or can be used as a free text box.

Once all information has been entered click **Update**. You are then returned to the front view of the document with all the required fields completed.

Click the tab at the top of the screen that will allow you to complete the reverse of the 'pink' application page called **C of O Back**.

C of O Back

e-Cert V5 - Edit Document in Application - Windows Internet Explorer provided by Chambergroup

Log Out My Applications My Database My Account

C of O Front C of O Back Invoice Summary Details

Space for additional particulars required by individual states
TO BE COMPLETED IN BLOCK CAPITALS

The applicant must declare the following additional information relevant to the origin of the goods described overleaf. This information forms part of declaration.

Tick one box below and supply the additional information in the space provided:

1. The goods were manufactured/produced (delete as appropriate) in the United Kingdom wholly from United Kingdom materials or components by the company named below.
2. The goods whilst not comprised wholly of United Kingdom components or materials, are entitled to be considered as of United Kingdom origin by virtue of the economically justified substantial process which has occurred in the United Kingdom, as indicated below.
3. The goods are of the foreign origin declared overleaf as indicated by the documents listed below and attached to this application (e.g. foreign certificate of origin, certified invoice, customs declaration or other documents (specified)).

Insert above either:

name and address of manufacturer
name and address of processor with description of processes, or
list of documents attached to establish foreign origin.

Manufacturers

Add New Existing

1 Trade
24/28 Beverley Road
B211
W3 1TE

NOTES FOR GUIDANCE IN COMPLETING CERTIFICATES AND APPLICATIONS

Box 3 Country of Origin

- For goods of European Community origin insert "European Community". Where all the goods originate in a particular Member State of the Community, (or several Member States) the words "European Community" may be supplemented by the name of that Member State (or the Member States concerned). Thus "European Community-United Kingdom" or "European Community - United Kingdom & France", etc. as applicable.
- For goods of non-Community origin insert the name of the individual country of origin. Do not use area groupings such as the European Free Trade Association (EFTA).
- Where a certificate includes goods of more than one origin, it is permissible to insert the words "As shown in Box 6" in Box 3 and to indicate the country of origin clearly against each item listed in Box 6.

Box 4 Transport details

Although completion of this box is not essential, it is strongly recommended in order to facilitate identification of the Certificate with the consignment of goods to which it relates. State the means of transport, including, if known, the name of the ship for consignments by sea.

Box 5

Ready to submit:

S = Standard
X = all zeros

Handwritten fields (C of O)

Click a field below to change the field

Your Reference ✓
Payment Method ✓
Signature Name ✓
Consignee Name ✓
Country of Origin ✓
Marks and Numbers ✓
No and kind of packages and general description of goods ✓
Weight Fields ✓
Place of Issue ✓
Signature ✓
Goods Manufactured In ✓

You are now looking at the above screen.

Click in the area of the three tick boxes.

e-Cert V5 - Edit Document in Application - Windows Internet Explorer

https://www.i2i-secure-1.co.uk/aecertv5/ApplicationEcCofoBack.aspx

File Edit View Favorites Tools Help

Google G- Go Bookmarks Pop-ups okay Check AutoLink AutoFill Send to Settings

Log Out Application Header - Use this pop-up to enter the details for the Certificate reverse.

Application Header Details Manufacturers

Goods that are wholly produced or obtained in the UK (e.g. mineral, vegetable, animal and fishery products): ☐

Goods that have gone through a manufacturing process in the UK: ☐

Goods of foreign origin: ☐

[Update](#) [Cancel](#)

Ready to submit:

S = Standard
X = all zeros

Handwritten fields (C of O)

Click a field below to change the field

Your Reference ✓
Payment Method ✓
Signature Name ✓
Consignee Name ✓
Country of Origin ✓
Marks and Numbers ✓
No and kind of packages and general description of goods ✓
Weight Fields ✓
Place of Issue ✓
Signature ✓
Goods Manufactured In ✓

The above window now appears on your screen.

Click the appropriate **Origin** box and **Update**.

Then click on the **Manufacturers** tab. Either **Add New** or **Add Existing** from your Manufacturer's database.

NOTE: If you are using an EC Certificate of Origin for an Arab country, please click on **Add Arab Declaration**.

Click **Update** and you are returned to the rear of the C/O which is now completed.

The screenshot shows a web browser window titled "e-Cert V5 - Edit Document in Application". The address bar shows the URL "https://www.dsecure-1.co.uk/secure/5/ApplicationEC/CofAback.aspx". The page contains a form for editing a document. At the top, there is a section for "The applicant must declare the following additional information relevant to the origin of the goods described overleaf. This information forms part of declaration." with three numbered points. Below this is a section for "Insert above either:" with a dropdown menu for "Manufacturers" and a list of manufacturers. The form also includes a section for "NOTES FOR GUIDANCE IN COMPLETING CERTIFICATES AND APPLICATIONS" and a section for "RULES TO BE OBSERVED WHEN COMPLETING A CERTIFICATE OF ORIGIN AND THE APPLICATION FOR SUCH CERTIFICATE". On the right side, there is a "Ready to submit:" section with a table of fields and their status.

Ready to submit:	S	X
S = Standard	✓	
X = Express		✓

Mandatory Fields (6 of 6)	
Click a field below to change the field	
Your Reference	✓
Payment Method	✓
Exporter Name	✓
Consignee Name	✓
Country of Origin	✓
Marka and Number	✓
No and kind of packages and general description of goods	✓
Weight Fields	✓
Place of Issue	✓
Signature	✓
Goods Manufactured In	✓

You are now ready to submit the document to the Chamber. Hover your mouse over the submit button in the top right hand corner of the screen and select either Standard or Express application.

You will see the following pop up screen appear. You will need to confirm that the details originally entered into the Application Wizard are correct. If you have any instructions regarding the application that you would like to send to the Chamber, you will need to enter them into the 'Notes for the Chamber' box. This box can be used for instructing the Chamber that you would like your application certifying straight away.

Send Express Application

Please check these details before submitting:

Signatory:

Instructions to chamber for this application

Commercial Invoice sent by:

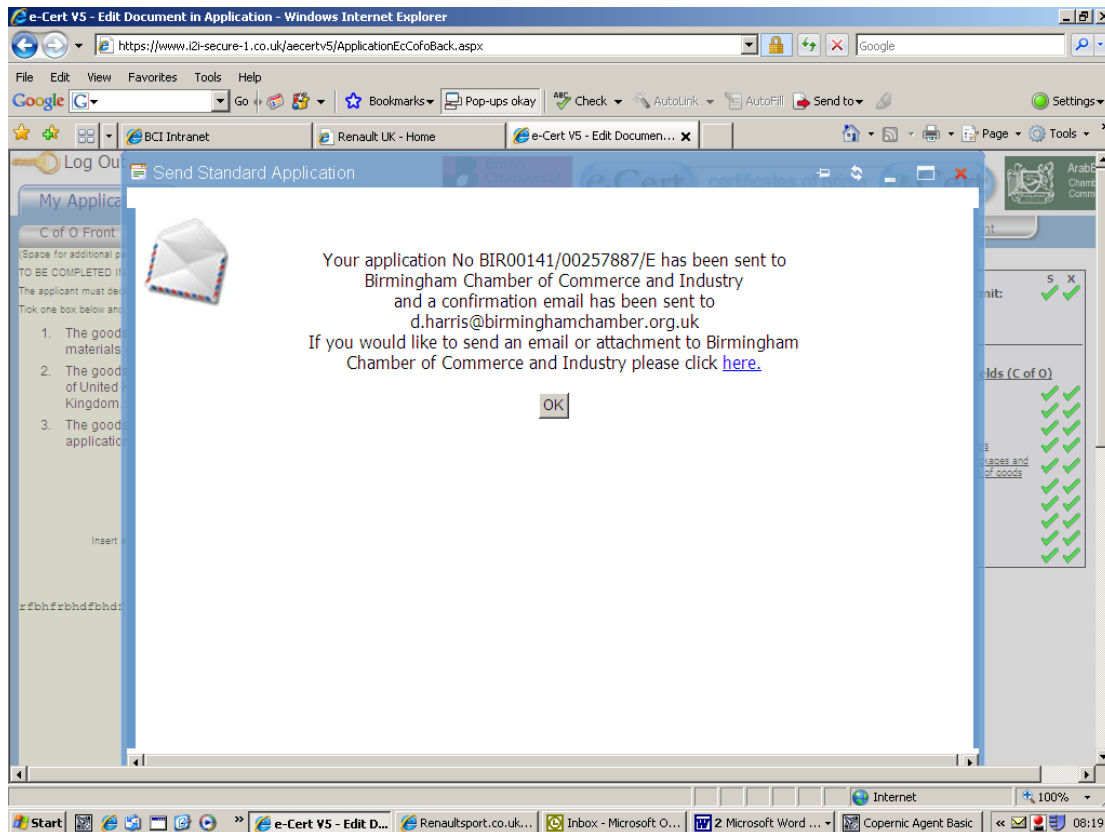
Proof Sent by:

Payment method:

Certificate despatch method:

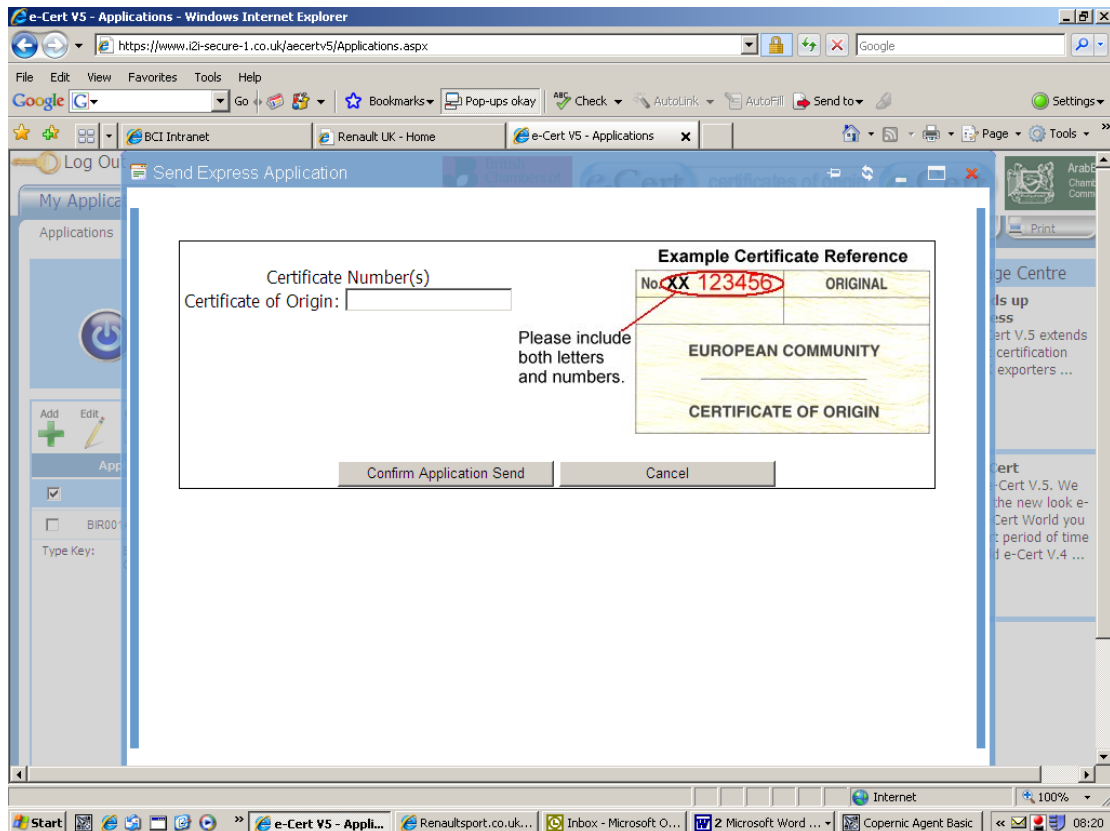
Notes for the Chamber:
(optional, 500 characters maximum)

Once you have confirmed that the details are correct, click on 'Send' and the below box will appear.

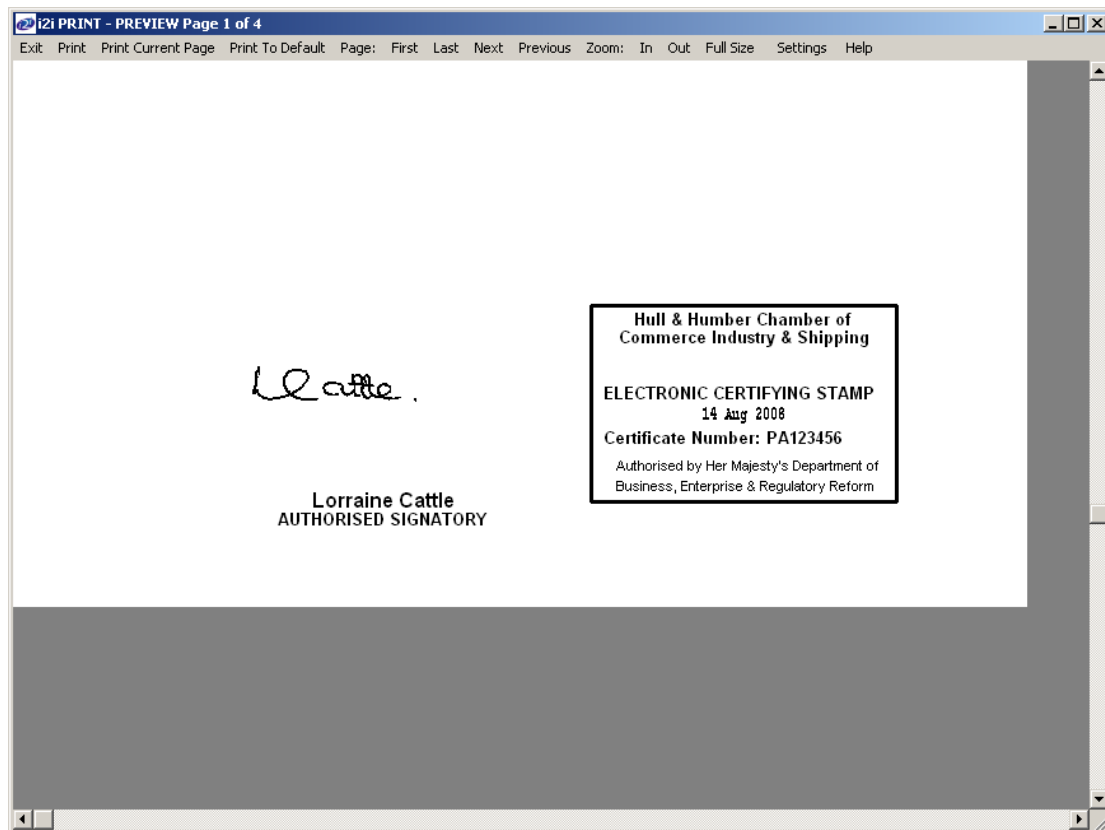


If you have clicked **Standard**, you will see the above screen informing you your application has been sent to the Chamber. At this point you can choose to send an e-mail attachment if necessary of for example your back-up invoice or proof of foreign origin.

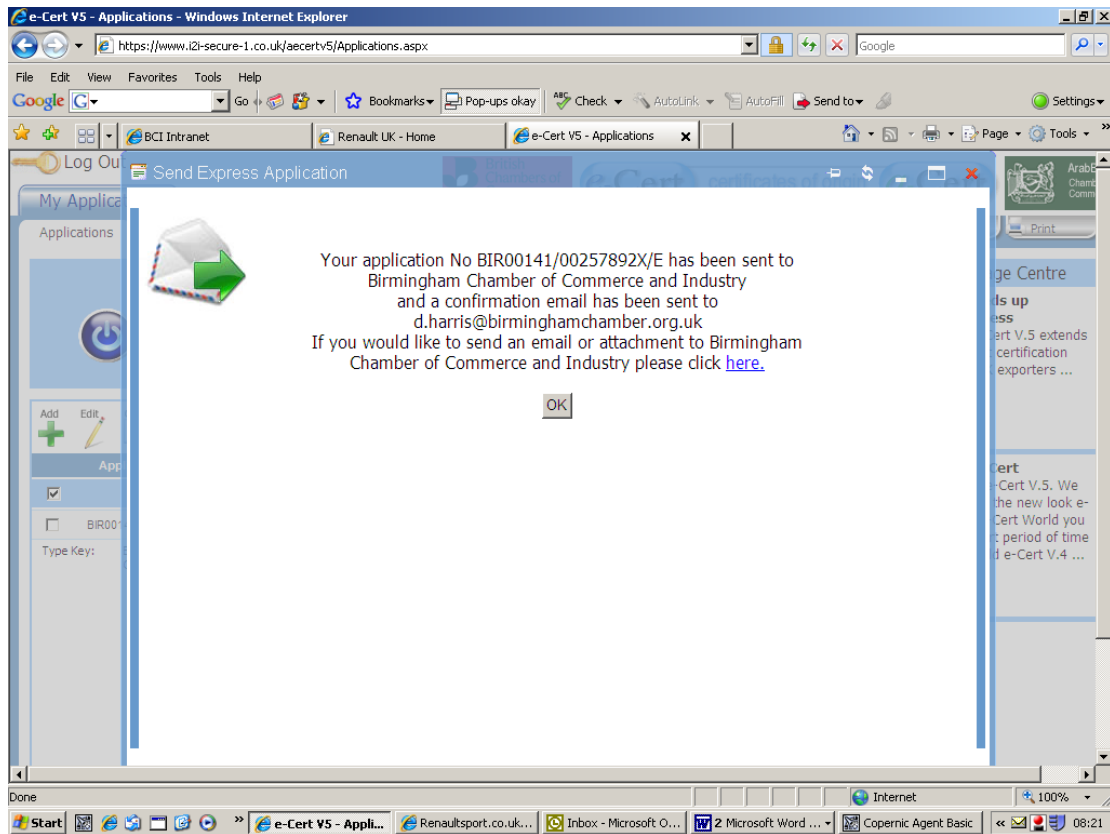
The Chamber will now print your document and will either post it to you or put it ready for collection depending on the instructions you entered during the application process.



If you have selected **eXpress**, you will be then be asked to enter the EC C of O number. When you receive your application back certified, you must use this blank certificate to print the application on to. You cannot use another certificate as the Chamber's certification stamp will have the EC C of O number printed within it.



Click **Confirm Application Send**.



You now see the above screen informing you that your document has been sent to the Chamber.

Click **OK**

You will be taken back to your **Applications** box, which will show you the status of your application.

Getting Started

NEW Application
Start here to create new applications.

On-Line Tutorial
Step-by-step guide to using e-Cert.

e-Cert World
Return to e-Cert World.

Message Centre

e-Cert speeds up export success
Launch of e-Cert V.5 extends the document certification service for UK exporters ... [more...](#)

New look e-Cert
Welcome to e-Cert V.5. We hope you like the new look e-Cert. From e-Cert World you can for a short period of time Choose the old e-Cert V.4 ... [more...](#)

Application Reference	Your Reference	Consignee Name	Date	Type	Status	
☐	TEST1			E,I		
☐	HHU006463/00268440X/AR	pw08/02	Alibinali	15/08/2008	A,R	Rejected
☐	HHU006463/00268176X/AR	pw08/02	Alibinali	14/08/2008	A,R	Pending
☐	HHU006463/00268173/AR	pw08/02	Alibinali	14/08/2008	A,R	SentStandard
☒	HHU006463/00266229X/EI	pw0108	Piglets R Us	14/08/2008	E,I	Accepted
☐	HHU006463/00262108X/CE	test1	Grimsby Ltd	01/08/2008	C,E	Accepted
☐	HHU006463/00263741/AB	pw08/02	Alibinali	31/07/2008	A,B	SentStandard
☐	HHU006463/00259096X/EI	HUS2345	Piglets R Us	17/07/2008	E,I	Accepted
☐	HHU006463/00258900X/AB	pw08/02	Alibinali	17/07/2008	A,B	Rejected
☐	HHU006463/00258862/AB	pw08/02	Alibinali	17/07/2008	A,B	SentStandard
☐	HHU006463/00258808X/EI	pw0108	Piglets R Us	17/07/2008	E,I	Accepted

Type Key: E = EC Certificate, A = Arab Certificate, U = EUR1, T = A.TR., I = EC Invoice, B = Arab Invoice, C = EC Uploaded Document & R = Arab Uploaded Document

Arab Certificate of Origin

Front of C of O – Please follow the instructions for completion of EC C of O.

The screenshot shows the 'Front of C of O' application form. The form is titled 'APPLICATION FOR A CERTIFICATE OF ORIGIN'. It contains the following fields:

- 1. Consignor: Pauline Wade, 14/18 Berkeley Road, Bull.
- 2. Consignee: Piglets & Co, 88 Streeet, Brussels, Belgium.
- 3. Method of Transport: By trailer.
- 4. Consignor's ref.
- 5. Originated in: European Community - United Kingdom.
- 6. Remarks: live animals - handle with care.
- 7. Marks and Numbers: T122.
- 8. Quantity and Kind of Packages: 2000 black eared piglets.
- 9. Description of Goods.
- 10. Weight (gross & net): Total Gross 1000 kg, Total Net, Total Cube.

The form is displayed in a web browser window with the URL <https://www.id-secure-1.co.uk/secure5/ApplicationArabCofFront.asp>. The browser window also shows the e-Cert logo and the text 'certificates of origin'.

To add the **Manufacturer** details, please click on either **Add New** or **Add Existing** from your Manufacturer's database.

When all of the required fields have been completed, you are ready to submit the application either as **Standard** or **eXpress**.

NOTE: If you want your Arab application legalising, you must send it **Standard**. If you want your Arab application certifying only, you may submit it as **eXpress**.

EUR1 / ATR

Front of EUR1 / ATR – please follow instructions for completion of EC C of O.

e-Cert V5 - Edit Document in Application - Windows Internet Explorer provided by Chambergroup

https://www.i2i-secure-1.co.uk/aecertv5/ApplicationEur1Front.aspx

File Edit View Favorites Tools Help

e-Cert V5 - Edit Document in Application

Log Out

My Applications My Database My Account

EUR1 Front EUR1 Back Summary Details

Application Submit Print

EUR1 No.

See notes overleaf before completing this form.

2. Certificate used in preferential trade between

THE EUROPEAN COMMUNITY

and

(Insert appropriate countries or groups of countries or territories)

4. Country, group of countries or territory in which the products are considered as originating EC

5. Country, group of countries or territory of destination

6. Transport Details (Optional)

7. Remarks

8. Item number: marks and numbers

Number and kind of packages (1): description of goods

9. Gross weight (kg) or other measure (litres, cu. m., etc)

10. Invoices (Optional) *See Below

Total Gross

Total Cube

(1) If goods are not packed indicate number of articles or state 'in bulk' as appropriate

Ready to submit: S X

S = Standard

X = eXpress

Mandatory Fields (EUR1)

Your Reference ✓

Total Gross ✓

Marks and Numbers ✓

No and kind of packages and general description of goods ✓

Supporting Documents ✓

Signature ✓

Payment Method ✓

Exporter Name ✓

Place of Issue ✓

Consignee Name ✓

Country of Destination ✓

Validation Errors (Application)

Marks and Numbers must be populated X

'No. and kind of packages and general description of goods' must be populated X

Please select an EUR1 declaration X

Supporting Documents must be populated X

Gross Weight must be populated X

Country of Destination must be populated X

e-Cert V5 - Edit Document in Application - Windows Internet Explorer provided by Chambergroup

https://www.i2i-secure-1.co.uk/aecertv5/ApplicationAtr.aspx

File Edit View Favorites Tools Help

e-Cert V5 - Edit Document in Application

Log Out

My Applications My Database My Account

EUR1 Front EUR1 Back A.T.R. Summary Details

Application Submit Print

A.T.R. No.

2. Transport document (Optional)

No

date

3. Consignee (Name, full address, country) (Optional)

(1) Insert the Member State or Turkey

4. ASSOCIATION between the EUROPEAN ECONOMIC COMMUNITY and TURKEY

5. Country of exportation

6. Country of destination (1)

7. Transport details (Optional)

8. Remarks

9. Item number

10. Marks and numbers; number and kind of packages (for goods in bulk, indicate the name of the ship or the number of the railway wagon or road vehicle; description of goods)

11. Gross weight (kg) or other measure (hl, m³, etc)

Total Gross

Ready to submit: S X

S = Standard

X = eXpress

Mandatory Fields (A.T.R.)

Your Reference ✓

Total Gross ✓

Marks and Numbers ✓

No and kind of packages and general description of goods ✓

Signature ✓

Payment Method ✓

Exporter Name ✓

Place of Issue ✓

Consignee Name ✓

Validation Errors (Application)

Marks and Numbers must be populated X

'No. and kind of packages and general description of goods' must be populated X

Please select an EUR1 declaration X

Supporting Documents must be populated X

Country of Exportation must be populated X

Gross Weight must be populated X

Country of Destination must be populated X

Back of EUR1

Have you read Notices 827, 828, and 832?

The conditions under which a movement certificate EUR1 may be issued are specified in the relevant Protocol concerning the definition of originating products annexed to the preferential trade agreements between the EC and the country / countries or group(s) of countries or territories named in box 2 overleaf. These conditions, and guidance on the completion of this form, are explained in Customs Notices 827, 828 and 832.

Copies of these Notices may be obtained from the National Advice Service **0845 01 09 000**. Copies of the texts of the agreements, and of the EC Regulations giving force to them, may be obtained from The Stationery Office.

Penalties for furnishing untrue information

It is an offence under the Customs and Excise Management Act 1979, Section 167, to furnish, or cause to be furnished, untrue information or evidence etc. to an officer of HM Revenue & Customs. Accordingly any person who does so in support of an application for the issue of a movement certificate, or in the course of any subsequent verification, may be liable to penalties.

Complaints

The Adjudicator reviews complaints not settled to your satisfaction by HM Revenue & Customs. The recommendations of the Adjudicator are independent and the service is free. The Adjudicator only looks at complaints, not general enquiries. Phone the Adjudicator on **020 7930 2292** or go to their website **www.adjudicatorsoffice.gov.uk**

Declaration by the exporter only

I, the undersigned, exporter of the goods described overleaf, have read the relevant Notices and:

- Declare** that these goods meet the conditions required for the issue of the attached certificate.
- Specify** as follows the circumstances which have enabled these goods to meet the above conditions
- Submit** the following supporting documents
- Undertake** to submit, at the request of an officer of HM Revenue & Customs, any supporting evidence which the officer may require for the purpose of issuing the attached certificate, and undertake, if required, to agree to any inspection of my accounts, and any check on the processes of manufacture of the above goods, carried out by the said officer of HM Revenue and Customs.

Ready to submit: S X
S = Standard
X = eXpress

Mandatory Fields (EUR1)

Field	Status
Your Reference	✓
Total Gross	✓
Marks and Numbers	✗
No and kind of packages and general description of goods	✗
Supporting Documents	✗
Signature	✗
Payment Method	✓
Exporter Name	✓
Place of Issue	✓
Consignee Name	✓
Country of Destination	✗

Validation Errors (Application)

Error	Status
Marks and Numbers must be populated	✗
No. and kind of packages and general description of goods must be populated	✗
Please select an EUR1 declaration	✗
Supporting Documents must be populated	✗
Gross Weight must be populated	✗
Country of Destination must be populated	✗

Click in **Box 2** and the following screen will appear.

Have you read Notices 827, 828, and 832?

The conditions under which a movement certificate EUR1 may be issued are specified in the relevant Protocol concerning the definition of originating products annexed to the preferential trade agreements between the EC and the country / countries or group(s) of countries or territories named in box 2 overleaf. These conditions, and guidance on the completion of this form, are explained in Customs Notices 827, 828 and 832.

Copies of these Notices may be obtained from the National Advice Service **0845 01 09 000**. Copies of the texts of the agreements, and of the EC Regulations giving force to them, may be obtained from The Stationery Office.

Penalties for furnishing untrue information

It is an offence under the Customs and Excise Management Act 1979, Section 167, to furnish, or cause to be furnished, untrue information or evidence etc. to an officer of HM Revenue & Customs. Accordingly any person who does so in support of an application for the issue of a movement certificate, or in the course of any subsequent verification, may be liable to penalties.

Complaints

The Adjudicator reviews complaints not settled to your satisfaction by HM Revenue & Customs. The recommendations of the Adjudicator are independent and the service is free. The Adjudicator only looks at complaints, not general enquiries. Phone the Adjudicator on **020 7930 2292** or go to their website **www.adjudicatorsoffice.gov.uk**

Declaration by the exporter only

I, the undersigned, exporter of the goods described overleaf, have read the relevant Notices and:

- Declare** that these goods meet the conditions required for the issue of the attached certificate.
- Specify** as follows the circumstances which have enabled these goods to meet the above conditions
- Submit** the following supporting documents
- Undertake** to submit, at the request of an officer of HM Revenue & Customs, any supporting evidence which the officer may require for the purpose of issuing the attached certificate, and undertake, if required, to agree to any inspection of my accounts, and any check on the processes of manufacture of the above goods, carried out by the said officer of HM Revenue and Customs.

Ready to submit: S X
S = Standard
X = eXpress

Mandatory Fields (EUR1)

Field	Status
Your Reference	✓
Total Gross	✓
Marks and Numbers	✗
No and kind of packages and general description of goods	✗
Supporting Documents	✗
Signature	✗
Payment Method	✓
Exporter Name	✓
Place of Issue	✓
Consignee Name	✓
Country of Destination	✗

Validation Errors (Application)

Error	Status
Marks and Numbers must be populated	✗
No. and kind of packages and general description of goods must be populated	✗
Please select an EUR1 declaration	✗
Supporting Documents must be populated	✗
Weight must be populated	✗
Country of Destination must be populated	✗

Declaration

☐ The goods shown on the movement certificate EUR1 were [] by the exporter and are classified under*
They satisfy the appropriate qualifying process in Notice []
4 figure tariff heading(s)*: []

☐ The goods shown on the movement certificate EUR1 were [] in the EC and are classified under*
Evidence of their originating status in one of the forms specified in Notice 827 is held by []
4 figure tariff heading(s)*: []

☐ The goods were imported from [] (Name of country) under cover of a [] and are being re-exported in the same state. The goods are classified under*
4 figure tariff heading(s)*: []

[Update](#) [Cancel](#)

[Eur1BackPopupWindow.aspx?Tab=eur1back_dec_tab&Field=Eur1DeclarationTypeARadioButton](#)

Select the appropriate declaration and complete the required fields. You will need the relevant **Customs Notice** and the **4 figure tariff heading**.

Click on the **Application Header Details** tab and enter the type of **Supporting Documents**.

Click **Update**.

You are now ready to submit your application by **Standard** or **eXpress**.

Invoice

Click on the **Invoice** tab within your application.

The screenshot displays the 'e-Cert V5 - Edit Document in Application' window in Internet Explorer. The browser address bar shows 'https://www.izi-secure-1.co.uk/aecertv5/ApplicationInvoice.aspx'. The page features a navigation bar with 'Log Out', 'My Applications', 'My Database', and 'My Account'. Below this is a sub-navigation bar with 'C of O Front', 'C of O Back', 'Invoice', and 'Summary Details'. The 'Invoice' tab is active, showing a form titled 'INVOICE RECHNUNG FACTURE FACTURA'. The form is divided into several sections: Seller information (Pauline Wade, 34/38 Beverley Road, Hull), Invoice details (Invoice Number: INV0108, Invoice Date: 17/07/2008, Seller's reference: See Below), Consignee information (Piglets R Us, 44M Street, Brussels, Belgium), Buyer information (Buyer), Country of origin (European Community -), Country of destination (Belgium), Vessel/flight no. (TIR-2), Port/airport of loading, Port/airport of discharge, Place of delivery, Shipping marks (TIR2), No. and kind of packages (2000 black eared piglets), Total Net Weight (1000 kg), Total Gross Weight (1000 kg), and Total Cube (m3). On the right side, there is a 'Ready to submit:' section with a green checkmark and a legend: 'S = Standard', 'X = express'. Below this is a 'Mandatory Fields (Invoice)' section with a list of fields and their status: Your Reference, Country of Origin, Marks and Numbers, No and kind of packages and general description of goods, Signature, Payment Method, Exporter Name, Place of Issue, and Consignee Name. All fields are marked with a green checkmark, indicating they are complete.

INVOICE RECHNUNG FACTURE FACTURA			
Seller (name, address, VAT reg no.) Pauline Wade 34/38 Beverley Road Hull		Invoice Number INV0108	Page No.
		Invoice Date (tax point) 17/07/2008	Seller's reference See Below
		Buyer's reference See Below	Other reference
Consignee Piglets R Us 44M Street Brussels Belgium		Buyer (if not consignee) Buyer	
		Country of origin of goods European Community -	Country of destination Belgium
Vessel/flight no. TIR-2	Port/airport of loading	Terms of delivery and payment	
Port/airport of discharge	Place of delivery		
Shipping marks: container number TIR2	No. and kind of packages: description of goods 2000 black eared piglets	Total Net Weight(kgs) 1000 kg	Total Gross Weight(Kgs) 1000 kg
		Total Cube(m3)	

Ready to submit: ☒ S ☐ X
S = Standard
X = express

Mandatory Fields (Invoice)

Field	Status
Your Reference	✓
Country of Origin	✓
Marks and Numbers	✓
No and kind of packages and general description of goods	✓
Signature	✓
Payment Method	✓
Exporter Name	✓
Place of Issue	✓
Consignee Name	✓

You will see that the top section of your invoice has been automatically completed with the information you entered onto your C of O.

You will need to enter the **Invoice Number**. Click in the **Invoice Number** box and the following box will appear.

Invoice Header - Use this pop-up to enter the details for the Invoice.

Header 1 Header 2 Header 3 Letter of Credit Country of Origin

Invoice Title : Commercial Invoice

Invoice Continuation Title :

Invoice Number : INV0108

Invoice Date : 17/07/2008

Reference : pw0108

Vessel : TIR-2

Remarks : Live animals - handle with care

[Update](#) [Cancel](#)

InvoiceHeaderPopupWindow.aspx?Tab=inv_head1_tab&Field=InvoiceNumberTextBox

Log Out

My Applications My Database My Account

C of O Front C of O Back

Seller (name, address, VAT reg no.)
Pauline Wade
34/38 Beverley Road
Hull

Consignee
Piglets R Us
5M Street
Brussels
Belgium

Vessel/flight no.
TIR-2

Port/airport of discharge

Shipping marks, container number
TIR2

Duties to submit:

	S	X
Standard	✓	✓
Express	✓	✓

Duties Fields (Invoice)

	✓	✓
Reference	✓	✓
Country of Origin	✓	✓
Invoice Number	✓	✓
Kind of packages and description of goods	✓	✓
Use	✓	✓
Invoice Method	✓	✓
Invoice Name	✓	✓
Invoice Date	✓	✓

Add Edit Delete

Done

Internet 100%

Complete the necessary fields in the 4 tabs. Some of the fields will have been automatically completed.

Click **Update**.

If you have more than one product on your invoice and you want to itemise your invoice, scroll down your invoice and click **Add**.

The screenshot shows the 'e-Cert V5 - Edit Document in Application' window. It features a table with the following data:

Product Code	Product Description	Amount
pg01	black eared piglet	20,000.00

Below the table, there is a 'Declaration' section with the following details:

- Invoice total: GBP 20000
- Name of signatory: Pauline Wade
- Place and date of issue: Hull
- Signature: (blank)

The following box will appear.

The screenshot shows the same 'e-Cert V5 - Edit Document in Application' window, but with a modal box open for adding a new product. The modal box contains the following fields:

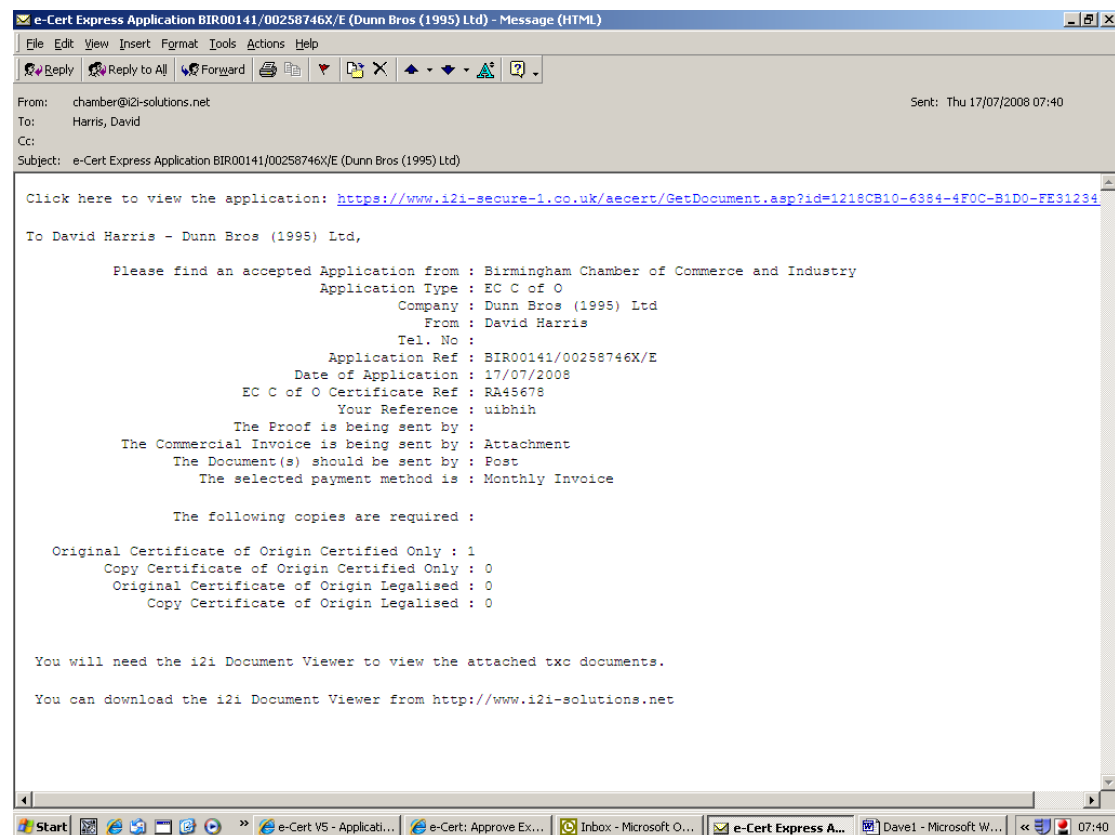
- Product Code: (text input)
- Description: (text input)
- Sellers Ref: (text input)
- Buyers Ref: (text input)
- Qty: (text input)
- Unit: (text input)
- Unit Price: (text input)
- Amount: (text input)

At the bottom of the modal box, there are 'Insert' and 'Cancel' buttons. The background table and declaration section remain the same as in the previous screenshot.

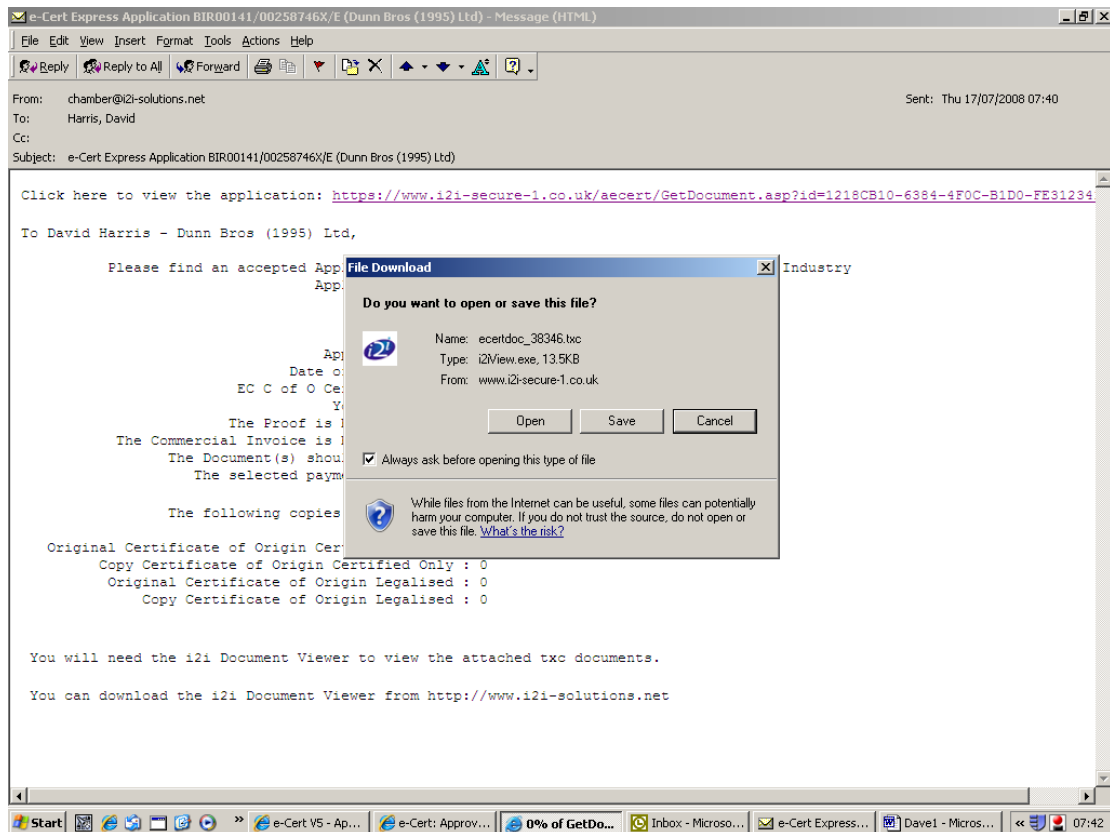
Enter your product details and click **Insert**. To add more products, click **Add** again and follow the same process.

Returned Applications

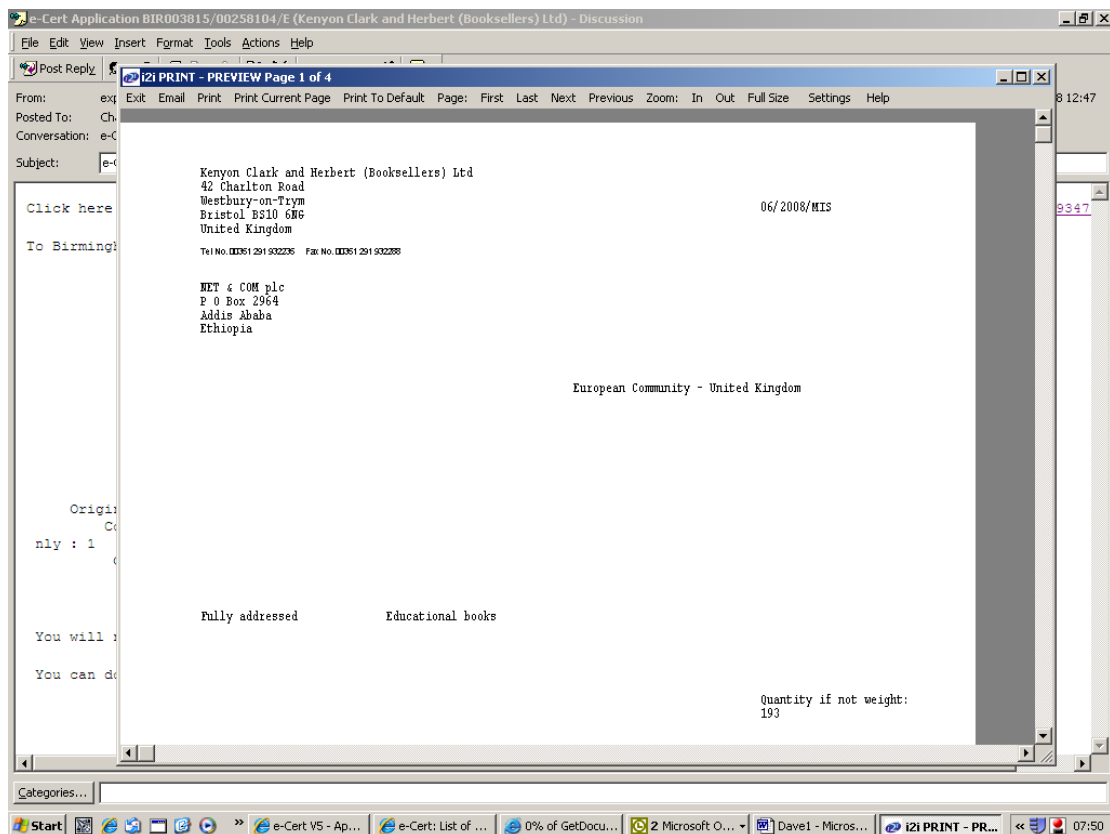
Approved Applications



Once the Chamber has approved your application you will receive an e-mail like the one shown above, to print your document click on the **blue hyperlink**.



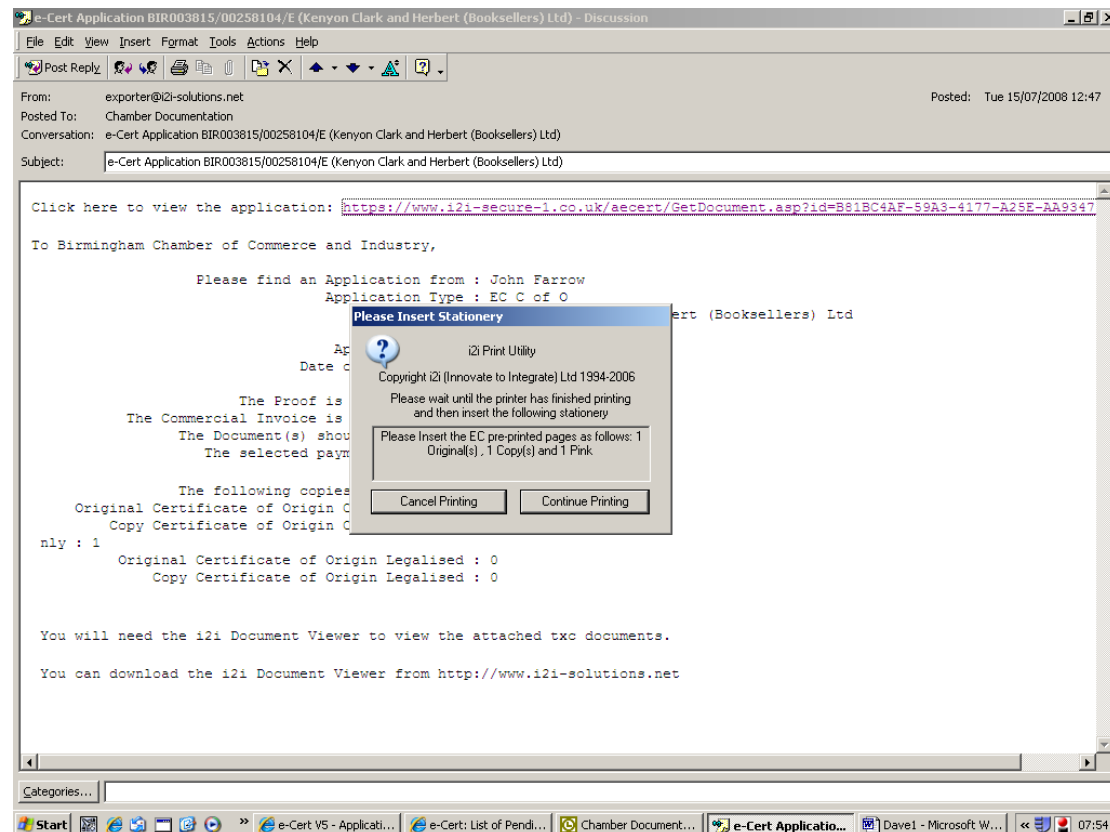
The box shown above will appear. Click **Open**.



You can now see your document on screen. Click print from the toolbar at the top of the document.

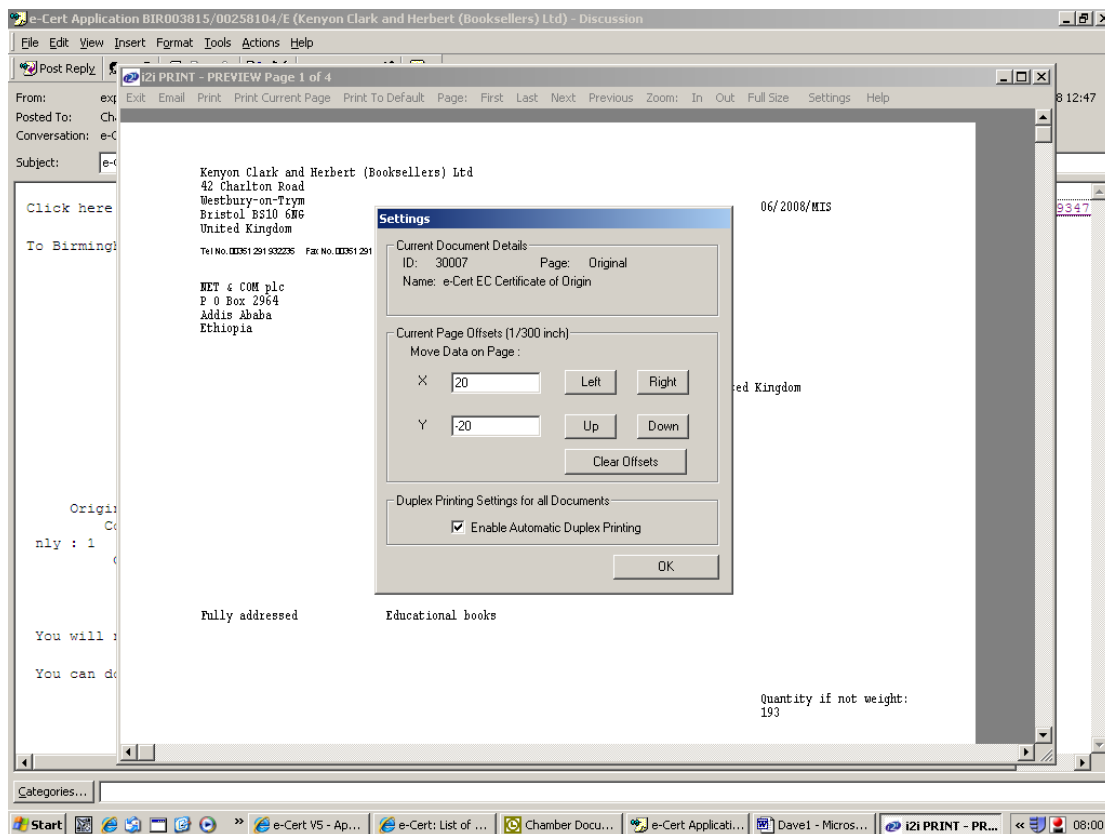
Your system's print window will open. Click **OK**.

Place your blank document (Certificate of Origin, EUR1 etc) into your printer.



Click **Continue printing**.

If this is your first application we would recommend you take a photocopy of your document first and print onto this to ensure that the data prints within all the boxes before you use the original stationery.



If you need to adjust the X and Y axis of your document click **Settings** from the toolbar at the top of the document and the above window will appear. You can then use the **Left, Right** and **Up, Down** buttons to position the information as you require.

NOTE – Make sure the number of the document you are going to print on is the same as the number you entered into e-cert as both numbers must be the same.

Rejected Applications

Standard: if you have submitted an application **Standard** and the Chamber finds a fault with the application, they will contact you to find out if you want to amend the application and resubmit it or if you want the Chamber to print it off and manually amend the document.

eXpress: if you have submitted an application **eXpress** and the Chamber finds a fault with the application, the Chamber will **Reject** the application. The User who created the application will receive an email explaining why the application has been rejected and you will also see that the status of the application in your **Applications** box has changed from **Pending** to **Rejected**.

You can amend and resubmit your application by going to your **Applications** box, selecting the application to be amended and clicking on **Copy**. Then select the copied application and click on **Edit**. You can now amend your original application and resubmit as a new application.

Applications' Status

Getting Started

- NEW Application**: Start here to create new applications.
- On-Line Tutorial**: Step-by-step guide to using e-Cert.
- e-Cert World**: Return to e-Cert World.

Message Centre

e-Cert speeds up export success
Launch of e-Cert V.5 extends the document certification service for UK exporters ... [more...](#)

New look e-Cert
Welcome to e-Cert V.5. We hope you like the new look e-Cert. From e-Cert World you can for a short period of time Choose the old e-Cert V.4 ... [more...](#)

Application Reference	Your Reference	Consignee Name	Date	Type	Status
☐	TEST1			T,U	
☐	pw0108	Piglets R Us		E,I	
☐	HHU006463/00268440X/AR	Alibinali	15/08/2008	A,R	Rejected
☐	HHU006463/00268176X/AR	Alibinali	14/08/2008	A,R	Pending
☐	HHU006463/00268173/AR	Alibinali	14/08/2008	A,R	SentStandard
☐	HHU006463/00266229X/EI	Piglets R Us	14/08/2008	E,I	Accepted
☐	HHU006463/00262108X/CE	Grimsby Ltd	01/08/2008	C,E	Accepted
☐	HHU006463/00263741/AB	Alibinali	31/07/2008	A,B	SentStandard
☐	HHU006463/00259096X/EI	Piglets R Us	17/07/2008	E,I	Accepted
☐	HHU006463/00258900X/AB	Alibinali	17/07/2008	A,B	Rejected
☐	HHU006463/00258862/AB	Alibinali	17/07/2008	A,B	SentStandard
☐	HHU006463/00258808X/EI	Piglets R Us	17/07/2008	E,I	Accepted

Type Key: E = EC Certificate, A = Arab Certificate, U = EUR I, T = A.TR., I = EC Invoice, B = Arab Invoice, C = EC Uploaded Document & R = Arab Uploaded Document

When you submit an application it will be recorded in your **Applications** box. The coloured bars at the end of each application line tell you the current status of particular applications.

Sent Standard in blue represents applications submitted **Standard**.

Pending in yellow represents **eXpress** applications that have been sent to the Chamber and are waiting to be processed. This status and colour changes when the Chamber has processed your application.

Accepted in green represents **eXpress** applications that have been approved, certified and returned by the Chamber.

Rejected in red represents **eXpress** applications that the Chamber has found errors with and rejected.